

**TOWN OF DARIEN
BOARD OF SELECTMEN
JUNE 3, 2013**

ATTENDANCE: First Selectman Jayme Stevenson; David Bayne, David Campbell,
John Lundeen, Gerald Nielsen.

STAFF: Karl Kilduff, Administrative Officer.

CALL TO ORDER

The meeting was called to order as a Special Meeting at 7:15 p.m.

- ** MR. BAYNE MOVED TO ENTER INTO EXECUTIVE SESSION FOR THE
PURPOSE OF LAND AND LEASE NEGOTIATIONS.**
- ** MR. NIELSEN SECONDED THE MOTION.**
- ** MOTION PASSED UNANIMOUSLY.**

The meeting went into Executive Session at 7:25 p.m. There was no action taken.

First Selectman Stevenson called the meeting to order into public session at 8:00 p.m.

Presentation from Post 53 Regarding Ambulance Operations in Darien

Mr. Ron Hammer gave the presentation that covered an overview of the EMS Post 53 Mission, a background of the history, an introduction to the organization's response structure, medical oversight, treatment step response, sequence of roles in patient care, governance & quality control/training. In attendance were members of the organization and EMT team: Dorothy Turnbull and from Stamford Hospital: Dr. Fischel, Dr. Nero and Joe Larcheveque, EMS Coordinator. They spoke about their interactions and roles in the organization.

Comments and questions from the First Selectmen were fielded including response times, call review protocols, quality control, coverage and mutual aid from surrounding towns. First Selectman Stevenson thanked everyone from the organization for their participation and commented that the presentation was very helpful in understanding the vital role and the important service that the Post 53 provides to the Town of Darien

It is noted that Mr. Casey asked if the presentation and questions/answer portion were included in the recording of the meeting. First Selectman Stevenson replied that yes this presentation is included in the recording, and that all the BOS meetings are filmed and are viewed on Public Access Channel 79.

Report from Emergency Management Director regarding Storm Response Lessons

Mr. Marc McEwan, Emergency Management Director gave his report and highlighted the following areas of lessons learned from the storm response:

- Material Items – better signage for shelters
- Evacuation Staff – need for ways to keep residents occupied – wireless/public TV access.
- Generators – need for generators in all town facilities. He added that Friends of the Darien Library are raising money for generators in the Library building, which is a key area for residents to be able to use during shelter needs.
- Need for Building Facilities– There is no building that meets standards established by the Red Cross. Schools are the closest thing to hurricane shelters.

First Selectman Stevenson noted that in municipalities there should be a process of identification for different shelters for the particular emergency situation such as chemical hazards. Mr. McEwan added that we need to expand our thinking to implement best practices to mobilize materials and supplies depending upon the emergency situation.

- Volunteers – There is a need to gather a greater pool of volunteers and there is training scheduled on June 17 in hopes to create a Shelter Team.
- Fuel Supply – There is only one fuel system versus two in the past and this created time delays with fuel supply and shortages.
- FEMA – reimbursement procedures are complex and the process keeps changing and many times is redundant. He explained the documentation required for all downed trees that include GPS coordinates which requires collaboration with Town departments.
 - Contractor Equipment – billing process details area required with more documentation.
 - Union Contracts – overtime pay is entitled, yet questioned.
 - Insurance Declarations – questions on coverage are complex and cumbersome.
 - Changeover in personnel presents a gap with information and no transition plan.
 - Federal Guidelines with processing documentation with sub-contractors is complex.
- E-Mail control – monitoring and follow-up system needs to be developed.
- Volunteer Coverage – There is new software available to show how volunteer resources are used for reimbursement.
- Public/Private Partnerships – Junior Sailing Program is one example of a program that has been impacted by the storm.
- Shelter Changes – Mr. McEwan reported that there is a bill that recently passed that change the scope of shelter coverage that will include residents with medical challenges such as oxygen and dialysis needs. He added that this has an impact on staffing needs for the shelter with EMTs and nurses.
- Centralized System for Complaints – There needs to be better reporting of down trees, because unless there are reports, DPW is not aware of where there are trees down.

First Selectman Stevenson added that there is new software available for the EOC that should help to improve the process of reporting and communications. Mr. Bayne suggested that a dedicated phone number should be established as an emergency hotline or dedicated e-mail for storm related reporting and information.

Report from Board of Education Central Office/Mather Center Building Committee

Mr. Campbell reported that 35 Leroy is 99% completed with Certificates of Occupancy received. He added that the only major issue remaining is the hook-up of generators. He spoke about the CL&P issue with LED lighting but rules have changed in May and this could represent a \$25,000 variance. He reported that they are in good shape versus budget. The asbestos abatement is in process in the offices, should be done by next week, and will then move to the rest of the building. Demolition is in process with windows removed in the next ten days, and the schedule for completion is in six months, by October/November.

Mr. Campbell thanked Mr. Mike Lynch BOE Facilities Manager who has been very helpful with this project.

FIRST SELECTMAN'S REPORT

First Selectman Stevenson read her report as follows:

- State Budget Impact - No longer receiving monies from the Municipal Revenue Sharing Bonus Pool but will receive additional funds to be held harmless in LoCIP and Town Aid Road (was \$125k, now \$119k). ECS Grant funding is proposed to stay level funded (\$1.6m)
- Holly Pond Steering Committee Meeting on 5/22
- Hartford on 5/23 — met with Representative Rojas on his Regionalism Bill #6629 — this bill has yet to be acted on
- Memorial Day Parade — thanks to Monuments and Ceremonies Commission and the newly established Parade Committee — Sara Franzese and Kim Adams

ADMINISTRATIVE OFFICER'S REPORT

Mr. Kilduff gave his report as follows:

- The P& Z Department is working on the cell tower expansion and it is projected to roll forward with financial projections and plans for compliance. There was discussion if this would coincide with the RTM meeting in June, and Mr. Kilduff replied that he was not certain.
- Performance Evaluations are in process and there should be a pay plan for review in July.
- FEMA update: there is on-going dialogue with rehabilitation work at the Beaches including the oil spill and the application process continues to be requiring documentation that is ongoing and redundant.
- Parking Technology Initiatives Program is moving forward with implementation scheduled to begin in September for the daily parker program to transition from a scratch off card voucher to a pay station system. He added that the machines need to be reconfigured to credit card and debit card transactions, the system is solar powered which is in line with environmental goals, and anticipated to be operational by Fall then will be fully functional by the 2014 permitting process.

PUBLIC COMMENT

Mr. Walter Casey, 11 Webster Valley Road, Darien provided personalized letters to each of the Selectmen and Town Administrator and noted that there is specific information requested in each of the letter.

Holly Schulz, RTM District 3, 543 Hoyt Street spoke about the lack of resolution to the sidewalk issues. She provided copies of her letters to the editor and summarized that as of today we are still without a Pedestrian Safety Development Plan to detail the areas that should have sidewalks, bike paths, crosswalks and signage (the Planning and Zoning Department -P&Z- confirms this). The only funds budgeted routinely have been for replacement sidewalks; the Department of Public Works (DPW) maintains what we currently have. Resident requests for new sidewalks come into the Police and Town Hall, yet the procedures for considering and evaluating these are still not transparent. To date only the Board of Selectmen (BoS) choose which, if any, projects to pursue and fund based on those presented to them. She spoke about the numerous times she has come to the Board to speak about the problems and added that she attended a workshop on her one dime in New Haven where other Towns had representation, but there was no one from Darien. She reminded the Board of areas of concern amidst this process she hopes will be further addressed including safety factors take top priority when evaluating the need for new sidewalks. She emphasized that the proposed Hoyt Street to Talmadge Hill project has been in limbo for the past 3.5 years, yet our interim efforts to request better designed signage, lighting, and the continual stalling with action is an ongoing disappointment. She urged the Board to please respond and take proper action.

First Selectman stated that she takes exception to the lack of professionalism with which Mr. Shultz made her disparaging comments. She added that the signage has procedures and paperwork required that is in progress and new street lighting is scheduled to be approved on June 10.

First Selectman Stevenson noted that she would allow further comments from the public during the agenda item discussion.

NEW BUSINESS

a) Discuss Request from Registrar of Voters to Make Changes to Polling Locations

Mr. John Visi and Ms. Kathy Hammell, Registrars of Voters provided their hand out of proposed changes to the Poll Locations and summarized that there are two primary reasons to change certain poll locations:

- o School safety concerns: always an issue, but especially since Newtown. 5 of our 6 polls are in the public schools (including 4 elementary schools). Parking is a problem anytime the schools are open.

o Cost: The logistics of running a poll are simplified when there are fewer locations and there is a potential reduction in moving costs, security costs and poll-worker costs. Having a policeman at each school building entrance for the entire time the poll is open will be very costly.

Proposed Poll Location Changes in 2013:

Holmes School — move to McGuane Field House

Ox Ridge School — move to 35 Leroy

Darien High School — move to 35 Leroy

There was discussion over the proposed changes and questions and comments were fielded.

Mr. Jack Davis, 45 Greenwood Avenue read his statement and highlighted reasons for not approving the changes. He explained that there will be voter confusion and the creation of disenchantment with how voters from a home district will have to go elsewhere. He stated that as district are combined, it does not comply with definitions of suitable and convenient and this will lower the voter turnout. He stated that he has seen no parking problems at Holmes School, and with the complex campaign issues it is harder and harder to get messages out. He read from the state statutes and explained that the law language is not captured accurately with the way with which the Registrars of Voters presented the justification for the changes. He added that there should be no approval without RTM vote and he requested a legal opinion on the proposed changes and the impact on the Town.

First Selectman Stevenson asked the Registrar of Voters to continue the dialogue to make voting easy and efficient for the public.

b) Discuss and Take Action on Charge of Responsibilities to the School Building Committee

There was discussion on representation of the committee and to have someone from the Board of Finance included along with Mr. Lynch, Facilities Director and non-voting members.

Mr. Lundeen asked about enrollment and building capacity, and First Selectman Stevenson responded that she wants to stay true to the request for building responsibilities charge as presented. Mr. Bayne requested copies of enrollment projections to include capacity issues as addressed by the Committee.

First Selectman noted that she will get to work on populating this Committee.

**** MR. LUNDEEN MOVED TO ADOPT THE FOLLOWING RESOLUTION:**

**CHARGE OF RESPONSIBILITIES TO THE SCHOOL BUILDING COMMITTEE
RESOLVED, that the Darien Board of Education requested the Darien Board of Selectmen to create a building committee to oversee targeted renovations and expansions to Tokeneke and Royle Elementary Schools; and that such building committee, known henceforth as the Tokeneke and Royle Elementary Schools Building Committee, in accordance with the Educational Specifications, as approved by the Darien Board of Education on _____.**

RESOLVED, that the Building Committee shall be comprised of five (5) electors of the Town of Darien.

BE IT FURTHER, to accomplish this charge, the Building Committee is hereby authorized, empowered and instructed for and on behalf of the Town of Darien to:

- a) Select from its membership a Chairman, Vice Chairman and Secretary; and include in its membership, one Board of Education member designated by the Board of Education;**
- b) Select an architect and other professionals as required and negotiate satisfactory fees;**
- c) Prepare schematic drawings, design develop drawings, construction documents and outline specifications and final specifications;**
- d) File for a grant application with the State Department of Education in accordance with state regulations;**
- e) Report back to the RTM for approval of any and all of the stipulations in accepting state funding;**
- f) Make application to proper town authorities for appropriations to carry out the building program;**
- g) Make application to proper town authorities to obtain necessary permits to proceed with construction;**
- h) Supervise the expenditure for such appropriations;**
- i) Carry out this charge in accordance with a schedule as expected by the Darien Board of Education;**
- j) Report to the Board of Selectmen quarterly or more frequently as necessary;**
- k) Report to the Board of Education monthly and to the RTM at least quarterly and to both as appropriate and necessary, on the progress of the project; and**
- i) Notify the Darien Board of Education of any matters that affect the use of school property and thus require the approval of said Board, given said Board's authority under Connecticut General Statutes Section 10-220 for the "care, maintenance and operation of buildings, lands, apparatus and other property used for school purposes" and its authority under Connecticut General Statutes Section 10-240 to "maintain the control of all the public schools" within the Town of Darien.**

**** MR. NIELSEN SECONDED THE MOTION.**

**** MOTION PASSED UNANIMOUSLY.**

Budget Transfers

Parks and Recreation

Mr. Kilduff referred to the supporting documents that outlined the request to accept the in-budget transfer below to cover the cost of overtime wages for beach operations. Fewer (life) guards were available to cover all shifts during the end of the 2012 beach season resulting in an increase in overtime wages and a reduction of regular time wages expended. The requested covers the shortage in the current budget and the expense to operate until June30 of 2013.

RESOLVED:

That the following transfer of appropriations is approved for referral to the Board of Finance:

<u>From:</u>			<u>To:</u>		
Acct. Number	Account Name	Amount	Acct. Number	Account Name	Amount
10602001 81003	Temp & Seas	2,700.00	10602001 81004	OT Salary	2,700.00

- ** MR. CAMPBELL MOVED TO APPROVE FOR REFERRAL TO THE BOARD OF FINANCE THE ABOVE TRANSFER AS SUBMITTED.**
- ** MR. NIELSEN SECONDED THE MOTION.**
- ** MOTION PASSED UNANIMOUSLY.**

Transfer from Conferences and Meetings to the Overtime account.

The Planning and Zoning Department requests a transfer from the Conferences and Meetings account to the Overtime account. A higher than expected number of ZBA and EPC applications has resulted in additional meetings, thereby requiring additional staff overtime, and the resultant requested transfer to the Overtime account.

<u>From:</u>			<u>To:</u>		
Acct. No.	Account	Amount	Acct. No.	Account	Amount
10201011-82002	Conferences & Meetings	\$1,200	10201011-81004	Overtime	\$1,200
TOTAL		\$1,200	TOTAL		\$1,200

- ** MR. CAMPBELL MOVED TO APPROVE FOR REFERRAL TO THE BOARD OF FINANCE THE ABOVE TRANSFER AS SUBMITTED.**
- ** MR. NIELSEN SECONDED THE MOTION.**
- ** MOTION PASSED UNANIMOUSLY.**

Transfer from Contingency to the four Regulatory Counsel accounts.

The Planning and Zoning Department requests a transfer from the Contingency account to the four Regulatory Counsel accounts. This transfer takes into account expected work between the end of April (when our last bill from Counsel came in) and the end of the fiscal year on June 30.

RESOLVED:

That the following transfer of appropriations is approved for referral to the Board of Selectmen:

<u>From:</u>			<u>To:</u>		
Acct. No.	Account	Amount	Acct. No.	Account	Amount
10704000-86600	Contingency	\$89,000	10105091-82105	Regulatory Counsel— P&Z	\$21,500
			10105091-82120	Regulatory Counsel— EPC	\$21,500
			10105091-82122	Regulatory Counsel— ZBA	\$15,500
			10105091-82124	Regulatory Counsel— Other	\$30,500
	TOTAL	\$89,000		TOTAL	\$89,000

**** MR. CAMPBELL MOVED TO APPROVE FOR REFERRAL TO THE BOARD OF FINANCE THE ABOVE TRANSFER AS SUBMITTED.**

**** MR. NIELSEN SECONDED THE MOTION.**

**** MOTION PASSED UNANIMOUSLY.**

Agenda Review

First Selectman Stevenson asked for Mr. Lundeen to provide an update on the Gorums Pond. She added that Egerton property discussion should be include and it was noted that options would be made available to the Selectman to review in advance. It was agreed to add a Sidewalk Update with specific details in view of the public comment made tonight.

Consider and take action on the following appointments:

a.) Kathy Larkin to the position of Tax Collector for a term expiring on November 10, 2013

**** MR. NIELSEN MOVED TO APPROVE THE FOLLOWING APPOINTMENTS
KATHY LARKIN TO THE POSITION OF TAX COLLECTOR FOR A TERM
EXPIRING ON NOVEMBER 10, 2013**

**** MR. CAMPBELL SECONDED THE MOTION.**

**** MOTION PASSED UNANIMOUSLY.**

APPROVAL OF MINUTES

Special Meeting of May 21, 2013

The following changes were requested:

Page 2: Paragraph 4: projects to projections, after Board add “of Education continues to be uncertain.... In the third sentence, add the “school administration’s” confidence..

Sentence four should read that the” current projections”... In the last sentence add “enrollment projections” were too conservative... (A discussion ensued over the uncertainty of specific projections.)

Page 3: Bullet 1, delete John and

Page 4: yuear should be year.

Page 5: section d) Sentence 3 change simply to simplify. Put “ready pad” in quotes.

**** MR. BAYNE MOVED TO APPROVE THE MINUTES OF THE SPECIAL MEETING OF MAY 21, 2013 AS SUBMITTED.**

**** MR. LUNDEEN SECONDED THE MOTION.**

**** MOTION PASSED WITH TWO VOTES IN FAVOR, NONE OPPOSED AND TWO ABSTENTIONS (NIELSEN, LUNDEEN).**

OTHER BUSINESS – None

Adjournment

**** MR. NIELSEN MOVED TO ADJOURN.**

**** MR. BAYNE SECONDED.**

**** MOTION PASSED UNANIMOUSLY**

The meeting was adjourned at 10:15 p.m.

Respectfully submitted,

Marilyn Knox
Telesco Secretarial Services